

# COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT Water Quality Control Division – Permits Section



# **Standard Operating Procedure 2001**

# **Permit Process Participation Opportunities**

ORGANIZATION: Colorado Department of Public Health and Environment

**Water Quality Control Division** 

**Permits Section** 

#### **PURPOSE:**

The Division implements participation opportunities in the permit process for several reasons:

- to meet regulatory requirements contained in Regulation 61 (Colorado Discharge Permit Regulations)
- > to facilitate the issuance of permit actions based on the best information available; and
- to facilitate an understanding of the major issues and concerns of the Permittee and other interested parties so that these can be addressed to the extent possible.

Procedures implemented by the Division for participation in the permit process have varied over time. The Division determined that it would be appropriate to have a documented procedure so that participation opportunities would be implemented in the same manner across permit actions and to increase transparency and understanding with external stakeholders.

#### APPLICABILITY:

This procedure applies to all permits issued by the Permits Section of the Division.

## **PROCEDURES:**

### I. Permit Drafting

- A. Receive application and review for completeness.
- B. Contact permittee to alert work will begin soon (may take 0-2 years from application date)
  - Obtain updated information
  - Obtain any additional data that is needed and/or available
  - Hold meeting with permittee to address major issues if necessary and/or requested
- C. Draft permit and related documents
  - Contact Permittee to discuss major issues and/or changes
  - Hold meeting if necessary and/or requested
  - Once Permit and related documents are approved for public notice, send copies to permittee for a "jump start" on review - note this is not an opportunity or solicitation for comments prior to the start of the public notice process

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### II. Public Notice

Send official notice of the draft permit action to the Permittee's legal contact and publish notice of the draft permit action in the newspaper, on the Division's web site, and to the Water Quality Bulletin list of interested parties

- > Answer questions regarding development of the permit
- Provide additional data as requested (e.g. data sets used to derive effluent limits)
- Provide extension to public comment period if necessary or requested if additional time is needed to compile comments. Notice and hold a public meeting as required.

### III. Permit Issuance

- A. Review and compile comments
  - Contact parties who provided comments as necessary for clarification to understand major issues
  - Have internal discussion as necessary of major issues and possible approaches
- B. Draft responses to comments including changes to permit documents
  - Contact parties as necessary to discuss resolution of the issues, associated changes to permit documents, and changes needed to the permit application or record to document agreement
- C. Issue Permit Official notice of permit issuance is sent to the permittee's legal contact
- D. Allow 30 days for appeal
  - If a request for appeal is received contact parties to determine appropriate next steps
- E. Permit becomes effective 30 days after the date of issuance

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